



INFORMATION PACKET
FOR
FIXED LOCATION UNRESTRICTED
MOBILE FOOD UNITS (14-U'S)
(Mobile Food Carts with open foods)



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GENERAL INFORMATION

Fixed location unit/Food Carts:

If a unit does not meet the requirements to be classified as a conventional unit (enclosed, 30 gallon water tank, big sinks etc.) it may still receive a medallion (mobile unit permit) if it meets a specific alternate set of requirements and conditions.

To summarize those requirements and conditions:

- Cart must be no bigger than 8 feet long x 4 feet wide x 8 feet high.
- Must be movable by one person when fully loaded.
- May operate only at one location for the life of the permit/medallion.
- That location must be a food establishment with a 3-compartment sink, a hand sink, and a cleaning area/mop sink and an active Food Permit that serves as a unit's commissary.
- The cart must be stored inside the cleaning area. (Cart must pass into building and into cleaning area.)
- Unless all food served is pre-packaged and labeled at an approved commissary, the cart must have a 2- or 3-compartment sink (big enough to immerse the largest utensil on unit) and a separate hand sink. (see plans checklist for fixed location units)

Considerations:

Find a location before buying cart.

Submit plans and obtain approval before building or buying a cart.

No propane/cooking gas allowed downtown, in medical center or indoors (malls, office building lobbies, etc.)

Not all types of food preparation are allowed on a food cart. (Chopping onions on a cutting board on top of unit, for example. You would want to purchase chopped onions instead.)

Park Vendors:

General Information

A licensed park vendor operates at one park owned by the City of Houston.

The requirements for the cart itself are the same as for fixed location units.

A licensed park vendor may have a commissary that is not at the park (see commissary list), but must store the unit at the commissary.

Steps to Opening a Fixed Location or Park Vendor Unit (Food Carts, including hot dog carts)

1. Unless cart already has a Houston medallion from a previous owner, or serves only pre-packaged foods, submit 2 sets of plans to 8000 N Stadium Dr., 1st Floor Permit Office. Include all required parts and information listed on the plans checklist. \$39.90 fee.

2. Make appointment for inspection of commissary, (unless park vendor). Call 832-393-5063 or 832-393-5100. **It is suggested you make sure proposed unit can pass into proposed commissary's cleaning area before requesting the inspection (\$125.42 inspection charge per visit).** Park Vendors: You may have an off-site commissary from the list.

3. Purchase or Construct Cart according to approved plans. Make sure unit is ready for inspection, including a full water tank. If unit uses propane, have unit inspected at an approved gas company and pay for LP Gas permit at 1002 Washington, 77002. LP Gas permit office phone: (832) 394-9083

Take unit to 7427 Park Place for inspection and pay for medallion.

Bring:

Picture I.D. (Current Driver's License Preferred)

City of Houston Food Manager Certification

Approved plans

Commissary letter (If no plans were required or if Park Vendor)

(Fees below payable with MasterCard, Visa or Discover credit or debit card, money order and cashier's check.)

\$621.47 for medallion fee

\$125.42 for the pre-opening inspection.

\$16.50 for water sample fee

Note: For any changes to fees or regulations, see home page (Mobile Food Unit News)

Inspection times are 7am-10am, Tuesdays and Thursdays.

Ordinance requirements:

Special requirements for mobile food units operated by licensed park vendors. In addition to complying with the other applicable requirements of this chapter, a mobile food unit operated by a vendor licensed under article IX of chapter 32 of this Code, must meet the following requirements:

(1)

A unit shall not exceed four feet in width, eight feet in length and eight feet in height including the unit's shade umbrella. In the event of an emergency, the unit must be easily movable, controllable, and maneuverable by one person when the unit is fully loaded. A unit shall have at least two operable rubber or rubber-like wheels that are less than eight inches in diameter. The bottom of the unit shall be at least one foot from the ground. The unit shall be non-motorized.

(2)

Each unit shall have protective glass guards and a roof or a shade umbrella to protect against exposure to insects, rodents, dust, or other contamination. Each unit shall have ample space available on the sides of the unit to display the prices of food, the name and street address of the vendor, and the medallion issued under section 20-37 of this Code.

(3)

Each unit shall have a litter receptacle attached to the unit available, clearly marked, and maintained for patron use. This litter receptacle shall have not less than a twenty-gallon capacity and shall be composed of a leak-proof, nonabsorbent material.

(4)

The interior of a unit shall be equipped with cabinet units or compartments. All food-contact surfaces shall be smooth, easily accessible and cleanable. Unfinished or painted wood shall not be used as a food-contact surface. Units that will dispense beverages must be equipped to do so from a closed carbonation system or bulk dispensing units or to distribute packaged beverages.

(h)

Special requirements for fixed location mobile food units. A mobile food unit that does not meet all criteria applicable to the permitting of a conventional mobile food unit may be permitted on a fixed location only basis, provided:

(1)

The unit complies with the same criteria stated in items (1), (2), (3) and (4) of subsection (g) above for units operated by licensed park vendors;

(2)

The unit shall be restricted to operation on the premises of one food establishment that holds a valid permit under this article, and the commissary serving the unit shall be located in that establishment; and

(3)

The commissary shall meet all applicable requirements of state law and city ordinances.

A fixed location mobile food unit that does not fully meet the requirements of item (1) of subsection (g) above and was first operated under a medallion on or before February 13, 2000, shall be exempt from the requirements of item (1) of subsection (g) above provided that the operation continues under the same ownership and the medallion

is continuously renewed without lapse or termination.

If the operator of the unit is not the operator of the food establishment, then the operator shall be required to furnish written proof of permission of the person who operates the food establishment premises to utilize the unit and commissary on the premises. In the event that the permit issued under this article for the food establishment on whose premises the unit and its commissary are situated expires without timely renewal or is revoked or suspended, the unit's medallion shall automatically be suspended until and unless the permit for the food establishment is restored to valid status.

(i)

Alternatives; waivers. The director of health and human services or any assistant or deputy director may authorize alternatives to particular requirements of this section or any other provisions of this article with respect to a mobile food unit. Any authorization shall be considered only upon written request, which shall set forth the provision for which an alternative is sought and the nature of the proposed alternative. Approval for the alternative shall be granted if it is determined that, for the purpose intended, the alternative proposed is at least equivalent to the requirement otherwise specified in this article with respect to safety, sanitation and related purposes. The burden of demonstrating compliance with the foregoing standard shall be upon the requestor. Consistent with the foregoing procedures and standards, the director of health and human services or any assistant or deputy director may waive any requirement of this article upon demonstration that it has no applicability for the purposes intended herein to the operation of the mobile food unit. An approval issued under this section shall be valid only if in writing and shall be limited in scope as provided therein.

20-22(f)(4)(a)

Commissary servicing area and operations.

a.

An enclosed service building separated from commissary operations shall be provided for supplying and maintaining mobile food units. The servicing area shall be at an approved location and constructed and operated in compliance with the requirements of this article. Fixed location mobile food units authorized under this article and mobile food units licensed under article IX of Chapter 32 of this Code shall be stored in the servicing area except while in operation for food service and during transport to and from the service building. A fixed location mobile food unit that does not fully meet the foregoing storage requirements and was first operated under a medallion on or before February 13, 2000, shall be exempt from this requirement provided that the operation continues under the same ownership and the medallion is continuously renewed without lapse or termination and provided that the permit holder uses alternative storage arrangements that are approved by the health officer.



Plans Check-List for Unrestricted Fixed

Location Mobile Food Units -14U

CITY OF HOUSTON

Houston Health Department
Consumer Health Services Bureau
8000 North Stadium Drive
832.393.5100

(The following deficiencies were noted on the attached plans and specifications:)

	Two sets of properly prepared plans (no larger than 11"x17") and specifications are required. Plans should be drawn to scale and must include a floor plan, plumbing diagram, finish schedule for sides, counters, and interior spaces, a complete equipment lay-out with full details (including cold-hold units), and drawings of the exterior of the unit. Plans must be clear, have legible print, and not present conflicting information about the unit. Provide information on food preparation surfaces, counters, and cabinets.
	Plans as submitted are not of sufficient detail to complete the review process.
	*Include a site plan showing location of unit with respect to commissary.(Access to commissary, map showing route from kiosk to commissary, storage area hand sink, 3-compartment sink and mop sink) Also indicate the size of entrance doors into the servicing area, and that the cart can fit through those doors.
	*Include a letter from commissary affording unit storage, access to hand/3-compartment sink and mop sink.
	The business name must be permanently affixed on two sides of the unit with lettering no less than 3 inches in height. Indicate business name and owner/operator on plans. Each must have space on sides to display prices of food, the name and street address of the vendor, and the medallion.
	A Completed Menu Disclosure Form must be submitted in English , for approval at the same time plans are submitted.
	Provide a covered garbage container of at least 20 gallons capacity attached to the unit for patron use.
	Include a diagram of the plumbing system including all tanks, pumps, fixtures and piping. Hot and cold running water under pressure is required.
	What size and type of material is used for the water supply piping?
	The <u>minimum</u> size of the fresh water tank is 5 gallons. The fresh water tank must be permanently installed. * The fresh water tank must be constructed of a food grade material. (NSF or equal)
	Provide a hand sink separate from the 2 or 3 compartment sink.
	A utensil-washing sink is required. A two-compartment sink is required, however a three-compartment sink is recommended. Each compartment of this sink must be adequate to fully immerse the largest utensil used on the unit. Sink compartments must have rounded internal angles and be free of sharp corners or crevices. *Note*(Units with 2 compartment sinks must use an approved detergent sanitizer when cleaning and sanitizing utensils.)
	Show the location of a water pump with a pressure switch installed in the water supply system. Gravity systems are not acceptable. Air pressurized water systems must include a food grade on board air pump.
	Show the location of fresh water inlet on the unit. The fresh water inlet must be 3/4 inch in diameter or less. The fresh water inlet must be protected from contamination and be of a size and type that will prevent its use for any other purpose. The water tank must be sloped to an outlet that allows complete drainage of the tank. The water tank vent, if provided, must terminate in a downward direction and be provided with a protective filter or screened if the termination is in an interior space.

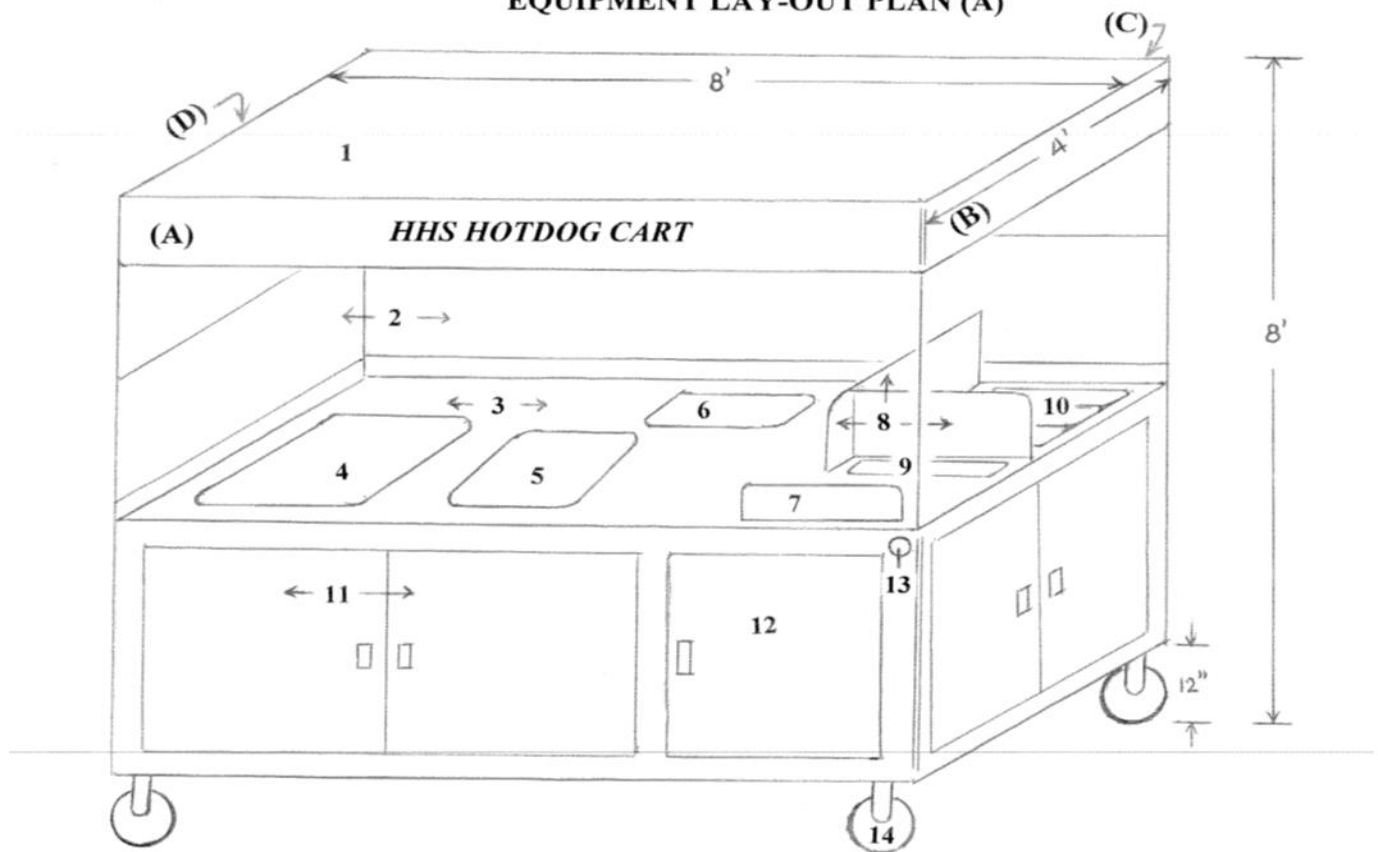
	What is the wastewater tank constructed of? The wastewater tank must be at least 6 gallons or 115% of the capacity of the fresh water tank, whichever is greater. The waste tank must be permanently installed. *
	What size and type of material is used for the wastewater drain and vent piping?
	Provide an atmospheric vent to the outside from the top of the wastewater tank.
	Provide "P" traps at sink drains. "S" type traps are not acceptable.
	The wastewater tank must be sloped to the drain. The wastewater tank must be capable of being completely drained during servicing. The drain outlet must be larger than any other piping in the waste system.
	Each unit shall have protective glass guards and a roof or shade umbrella to protect against exposure to insects, rodents, dust, or other contamination. The interior of the unit must be equipped with cabinets or compartments. All food contact surfaces must be smooth, easily accessible and cleanable. Units that will dispense non-potentially hazardous beverages must be equipped to do so from a closed system or bulk dispensing units or to distribute packaged beverages.
	A unit cannot exceed four feet in width, eight feet in length and eight feet in height including the unit's shade umbrella or roof if provided. The unit must be easily movable, controllable, and maneuverable by one person when the unit is fully loaded; and cannot be motorized. A unit must have at least two operable rubber or rubber-like wheels which are less than eight inches in diameter. The bottom of the unit must be at least one foot from the ground.
	NOTE: Approval of plans does not constitute approval of the unit. Inspection of the unit is required for final approval.

*Fixed location mobile food units operating exclusively in a permanent nonresidential building that is primarily used for other purposes, such as a retail shopping mall, office atrium, or hospital lobby: may utilize other means to fill water tanks and flush wastewater tanks if approved by the health officer; must include these documents with their plans submission. All others must submit them before or on the pre-opening inspection date.

FOOD SERVICE MANAGER CERTIFICATION: Call 832-393-5100 to make a reservation to attend the required class prior to bringing mobile food unit to 7427 Park Place for pre-opening inspection. Provide class date to inspector during check-in. **A certified manager must be on duty when engaging in manufacturing, production, preparation, processing, and packaging, service of food, make-ready and cleanup activities.**
http://www.houstontx.gov/health/Food/food_manager_certification_class.html

FOOD HANDLER: All employees (that are not certified managers) must complete a food handler training course within 60 days of employment effective September 1, 2016. Links to classroom and on-line food handler training:
<http://www.dshs.state.tx.us/food-handlers/training/classroom.aspx>
<http://www.dshs.state.tx.us/food-handlers/training/online.aspx>

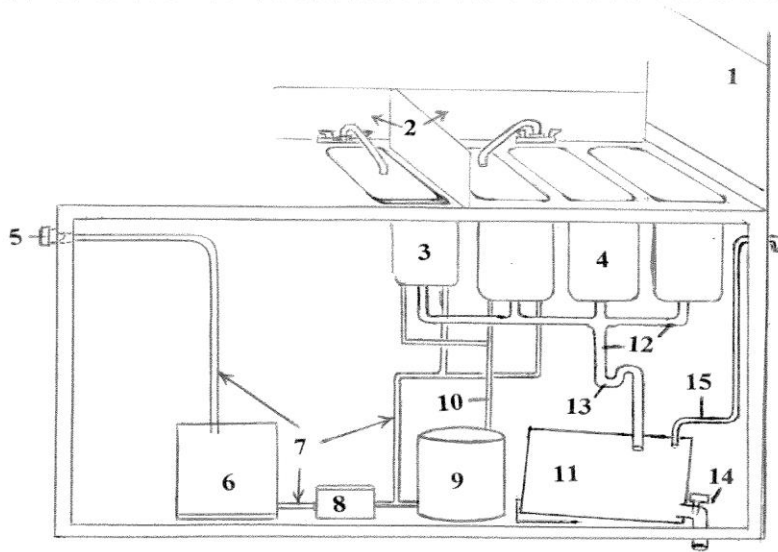
EQUIPMENT LAY-OUT PLAN (A)



Business Name: HHS Hotdog Cart
 (4" Letters, Readily Identifiable, Permanently affixed
 on at least 2 sides of the unit)

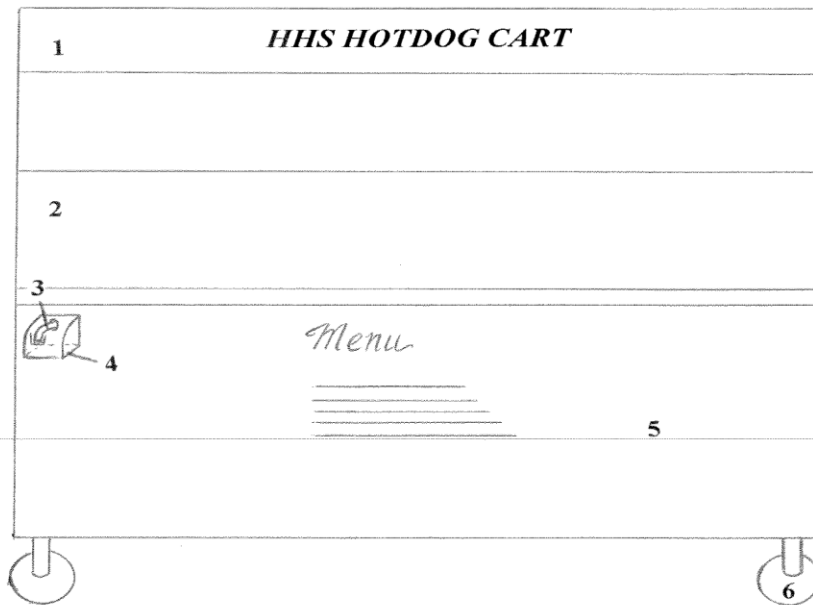
1. Canopy: Light yellow, Water-proof canvas, heavy-duty
2. Sneeze Guard: Plexi-glass
3. Work Surface (Top): Stainless Steel
4. Griddle (110V)
5. Steamer (110V)
6. Condiment Tray with Ice Bin: Stainless Steel
7. Cash Register
8. Splash Guard: Stainless Steel
9. Hand Lavatory: Stainless Steel
10. 3-compartment sink: 8"W x 12"L x 8"D/compartment,
Stainless Steel, Rounded Internal Corners & Angles
11. Dry Storage Cabinets with Doors & Floor: Stainless Steel
12. Refrigerator (110V)
13. Fresh Water Inlet Valve: ¾" with protective cap &
internal screen filter
14. Rubber Wheels: 8" diameter

PLUMBING PLAN (B)



1. Sneeze Guard: Plexi-glass
2. Splash Guard: Stainless Steel (8" high)
3. Hand lavatory: 8"W x 12"L x 6"D,
Stainless Steel, Rounded Internal Corners & Angles
4. 3-compartment sink: 8"W x 12"L x 8"D/compartment,
Stainless Steel, Rounded Internal Corners & Angles
5. Fresh Water Inlet Valve: ¾" with protective cap &
internal screen filter
6. Fresh water tank: 5 gal., Food-Grade Plastic, heavy-duty,
Sloped for complete drainage, Permanently Installed
7. Cold Water Line: PVC, ½"
8. Water Pump (110V)
9. Water Heater (110V)
10. Hot Water Line: PVC, ½"
11. Waste Water Tank: 7gal., heavy-duty plastic,
Permanently Installed, Sloped for complete drainage
12. Drain Line: PVC, 1 ½"
13. P-trap: PVC
14. Drain Valve: PVC, 2"
15. Atmospheric Vent Pipe: PVC, ½", with screen filter @ end

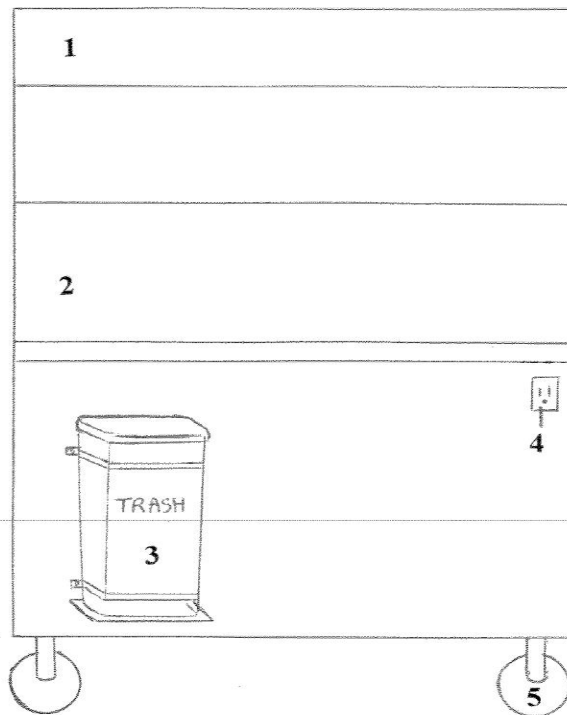
EXTERIOR (C)



Business Name: HHS Hotdog Cart
(4" Letters, Readily Identifiable, Permanently affixed
on at least 2 sides of the unit)

1. Canopy: Light yellow, Water-proof canvas, heavy-duty
2. Sneeze Guard: Plexi-glass
3. Atmospheric Vent Pipe: PVC, ½", with screen filter @ end
4. Exterior Cover: Stainless Steel (open downward)
5. Storage Cabinets (inside): all Stainless Steel,
(including bottom shelf)
6. Rubber Wheels: 8" diameter

EXTERIOR (D)



1. Canopy: Light yellow, Water-proof canvas, heavy-duty
2. Sneeze Guard: Plexi-glass
3. Patron's Trashcan with Lid: 20gals., heavy-duty plastic, attached to unit
4. 110V Quick Connect
5. Rubber Wheels: 8" diameter



8000 N. Stadium Dr., Suite 200
Houston, TX 77054
832-393-5100

MENU DISCLOSURE

(New units & units changing ownership fill out before inspection)

Business Name	Unit #
Mailing Address	Business Phone #: Mobile Phone #:

PRINT ALL INFORMATION BELOW CLEARLY IN ENGLISH

1. Where will you buy your food supplies? (names and streets of all permitted businesses/suppliers)
2. List **ALL** food **supplies/ingredients** you will have on unit (in order to prepare products listed in #11):
3. Meals you plan to serve: (✓all that apply) ☐Breakfast ☐Lunch ☐Dinner ☐Late Night
4. How and where will you store the supplies? (Must be on unit or in commissary)
5. How will you make sure food supply items that require refrigeration are kept a required 41° F. or colder?
6. Procedures for thawing frozen food products:
7. Procedures for cooling hot foods:
8. Procedures for reheating foods:
9. Procedures to prevent bare hand contact with ready-to-eat foods:
10. Equipment utilized for hot holding of foods:
11. Procedures for handling left-over foods:

- cooling methods). THE HEALTH OFFICER MAY PROHIBIT THE SALE/PREPARATION/SERVICE OF SOME TCS(TIME AND TEMPERATURE CONTROL FOR SAFETY) FOODS.

[illegible]

FOOD MENU ITEM	PREPARATION PROCUDURES	INSPECTOR'S NOTE:

Owner

Signature

Date



HOUSTON HEALTH DEPARTMENT
Bureau of Consumer Health Services
Mobile Food Units Program / 832-393-5100
14U Mobile Food Units



MOBILE FOOD UNIT COMMISSARY (PROPERTY/RESTROOM) AGREEMENT LETTER

(Complete all Parts of this Letter)

I, _____, _____
(First, Last Name of Person signing Letter) (Write "Owner or Manager")

OF THE FOLLOWING PROPERTY _____
(Name of Business) (Business Phone number)

LOCATED AT _____ **GIVE PERMISSION TO:**
(Give full Address; Number and Street/City, State and Zip Code)

_____ **OF** _____
(First, Last Name of Mobile Unit Owner) (Name of Mobile Food Unit)

**TO OPERATE THE MOBILE UNIT ON THE ABOVE STATED PROPERTY
AND FOR HIS/HER EMPLOYEES TO USE THE RESTROOMS LOCATED WITHIN THE BUSINESS FOR THE PERIOD**

BEGINNING ON: _____ **AND ENDING ON *** _____
(Start Date for the Agreement) (End Date for the Agreement)

BUSINESS MUST PROVIDE THE FOLLOWING

☐ **OVERNIGHT STORAGE INSIDE ESTABLISHMENT**

☐ **ACCESS TO THE FOLLOWING**

☐ **HAND SINK**

☐ **3 COMPARTMENT SINKS (ACCESS TO FRESH WATER)**

☐ **MOP SINK OR FLOOR DRAIN CONNECTED TO THE GREASE TRAP**

○ **SIGNATURE OF OWNER / REPRESENTATIVE **** _____ **DATE** _____

○ **SIGNATURE OF NOTARY:** _____ **DATE:** _____

○

○ **Notes: *The end date shall not exceed the expiration date of the unit's current mobile food medallion.**

○ **** The person signing this letter must be the property owner or someone with the legal authority to authorize property use on behalf of the owner. (i.e. leasing agent or lessee whose contract authorized sub-leasing of the property)**

○ **Falsification of any information provided on this document by any party will make this agreement null and void and may result in the revocation of the mobile food unit's medallion.**



HOUSTON HEALTH DEPARTMENT

Bureau of Consumer Health Services
8000 N. Stadium Dr. Suite 200
Houston, Texas 77054
(832) 393-5100



APPROVED OFF-SITE COMMISSARIES FOR UNRESTRICTED MOBILE FOOD CARTS OPERATING IN CITY PARKS

NAME	Acct	ADDRESS	CONTACT
Comissaria Southwest	228228	8331 Beechnut 77036	Taysir (Ned) Zahra Office: (713) 772-2000 Fax: (713) 772-2003
Della Carts	910067	6405 Brittmoore 77074	Frank Dellasala Office: (713) 937-8039
Diana's Food Service	213676	5407 Willomine Way 77045	Rafael Alvarez Office: (713) 433-5334
Distribuidor Mi Jalisco	404204	10602 Bauman 77076	Raul Hernandez (mobile) (281) 831-4100 Office: (713) 691-4006
Garcia Brother's Warehouse Commissary	971165	5739 Dwinnell 77023	Jaime Garcia (mobile) (832) 284-3022 Office: (713) 921-0285 Fax: (713) 921-0284
Mobile Caterers of TX	407488	3515 Eastex Fwy 77026	Charles Smith (713) 222-8231 Fax: (713) 224-8222
Palacios Commissary	977699	6000 Waltrip 77087	Juan Palacios (713) 645-0965
Tacos El Guero Commissary	409248	841 Crenshaw 77504	Rafael Ortiz (832) 322-2380
Texas Commissary	986812	212 Harbor 77020	Jeanie Osorio (713) 934-7281 Fax: (713) 934-7574
Texas Commissary II	222677	8121 Castleford 77040	Jose Luis Osorio (713) 480-6969 (evenings) (713) 673-3931
Tex-Star Comisaria	413930	502 E. Rogers 77022	Karen Narvaez (832) 203-8282 Fax: (832) 203-8277
Three Brothers Commissary	220299	610 Exchange 77020	Conzaga Morales (713) 675-6277 Fax: (713) 675-6997
Taqueria de Buey y Vaca Commissary	427743	608 John Alber Rd, 77076	Saul Garcia (713) 875-8025 Office: (281) 617-7115 Fax: (281) 617-7128

Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to mobile food unit operators. If you intend to use a commissary that does not appear on this list, please call 832-393-5100 between the hours of 8am and 5pm to have that establishment inspected by a Pre-opening inspector. This will determine if the establishment in question complies with current City of Houston Ordinances. You must contact these establishments on your own to make commissary arrangements in writing. Revised 7/26/2017



CITY OF HOUSTON

HOUSTON HEALTH DEPARTMENT

Consumer Health Services Bureau

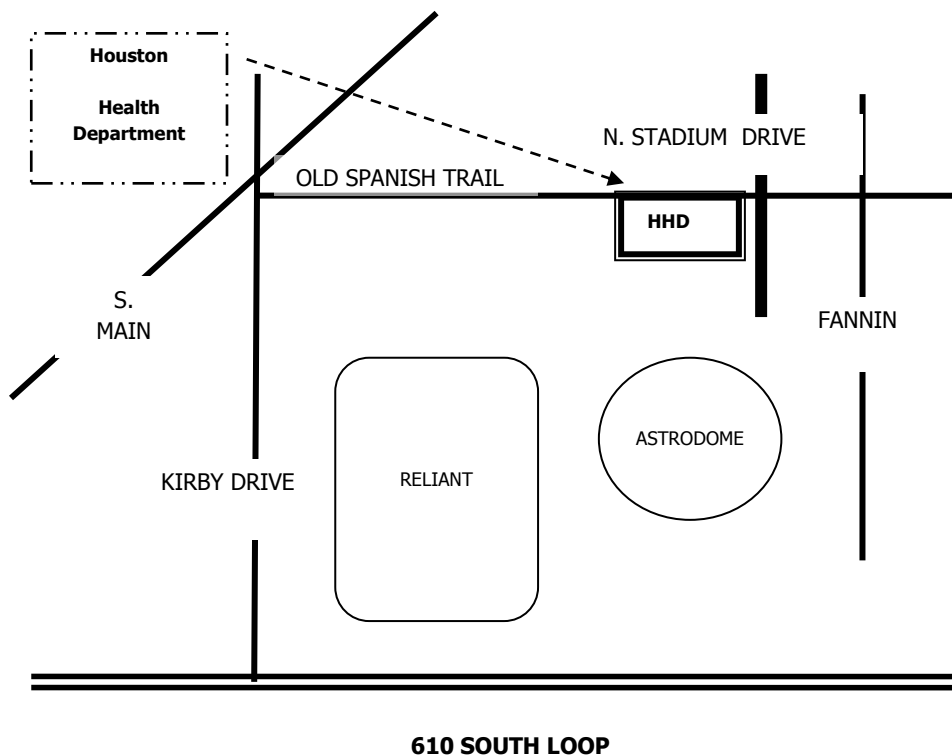
P.O. Box 300008

Houston, TX 77230-0008

832-393-5100 (office)

832-393-5208 (fax)

- All mobile food units are inspected at the Environmental Services Building, 7427 Park Place, Houston, TX 77087 on Tuesdays and Thursdays only.
- Inspection hours are from 7:00 a.m. until 10:00 a.m. Units arriving after 10:00 a.m. will not be inspected.
- All mobile food unit plans (for unrestricted units) and the plan checking fee must be submitted and paid prior to review at the City of Houston Department of Health and Human Services, 8000 N. Stadium Drive, Environmental Permits and Licenses Office, 1st floor. The office receives payments from 7:30 a.m. – 4:00 p.m., Monday – Friday. Payments can be made with money order, cashier's check, company check, or credit/debit cards (MasterCard, Visa, or Discover). Payments online at www.HoustonConsumer.org
- You will be called to pick up your plans at the City of Houston Department of Health and Human Services, 8000 N. Stadium Drive, Environmental Permits and Licenses Office, 1st floor between 7:30 a.m. – 4:00 p.m., Monday – Friday. The "Paid" receipt must be submitted in order for you to pick up your plans.
- For more information, please call 832-393-5100.





CITY OF HOUSTON

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Consumer Health Services Bureau

P.O. Box 300008

Houston, TX 77230-0008

832-393-5100 (office)

832-393-5208 (fax)

- ✚ Todas las unidades móviles de alimentos son inspeccionados en el Edificio de Servicios Ambientales, 7411 Park Place, Houston, TX 77087, los martes y jueves solamente.
- ✚ Horas de inspección son de 7:00 a.m. hasta las 10:00 a.m. Unidades que lleguen después de las 10:00 no serán inspeccionados.
- ✚ Todos los planos de unidades móviles de alimentos (unidades sin restricción) y el plan de control de cuota deben ser presentados y pagados antes de su revisión en la Ciudad de Houston Departamento de Salud y Servicios Humanos, 8000 N. Stadium Drive, Oficina de Licencias y Permisos Ambientales, 1^a planta. La oficina recibe pagos de 7:30 a.m. - 4:00 p.m., Lunes - Viernes. Los pagos pueden hacerse en efectivo, giro postal, cheque de caja, cheque de la empresa, o tarjeta de crédito / débito (MasterCard, Visa, American Express)
- ✚ Pagos por Internet www.HoustonConsumer.org
- ✚ Se le llamará para recoger sus planos en la Ciudad de Houston Departamento de Salud y Servicios Humanos, 8000 N. Stadium Drive, Oficina de Licencias y Permisos Ambientales. Entre las 7:30 a.m. - 4:00 p.m., Lunes - Viernes. El " recibo de Pago" debe presentarse para que usted pueda recoger sus planos.

✚ Para

favor llame al
5100.

Houston
Department of
Health & Human
Services

S.
MAIN

KIRBY DRIVE

RELIANT

N. STADIUM DRIVE

OLD SPANISH TRAIL

HDHHS

FANNIN

ASTRODOME

obtener más
información, por
832-393-

610 SOUTH LOOP



CITY OF HOUSTON

HOUSTON FIRE DEPARTMENT

FIRE MARSHAL'S OFFICE

1002 WASHINGTON AVE, HOUSTON, TX. 77002

832-394-8811

MOBILE FOOD UNITS INSPECTION REPORT

BUSINESS NAME _____

DATE _____

BUSINESS ADDRESS _____

HOUSTON, TX 77 _____

OCCUPANT _____

DL # _____ ST. _____

OCCUPANT ADDRESS _____

HOUSTON, TX 77 _____

TELEPHONE # _____

CELL. PHONE # _____

MEDALLION ACCOUNT # _____

PROJECT # _____

MFU License Plate # _____

INSPECTION REPORT

Your attention is respectfully called to the violations of the provisions of the following Code of Ordinances of the City of Houston, on the premises located at the address listed above.

The violations discovered at this facility include, but may not be limited to the violations listed on this report. Additional violations may be discovered during subsequent visits.

-
- ☐ A permit is required for mobile food units (MFU) using any amount of LP Gas for commercial cooking. Any other mobile food units at the same property address will also be required to have their own individual permit. Permit fee is \$199.54, office located at 1002 Washington Avenue.
 - ☐ An **approved inspection sticker** valid for **12 months** must be displayed on all LP-Gas appliances (Stoves, Fryers, etc.) indicating that a licensed LP-Gas company has inspected the equipment. (Excluding LP gas cylinders). Present a valid receipt for gas inspection
 - ☐ All (MFU) shall carry a **(3A-40BC minimum)** Fire Extinguisher. In addition, a **Type K** portable extinguisher shall also be carried in the MFU when deep-fry cooking is used involving vegetable oils or animal oils. Both fire extinguishers shall have **current annual inspection date tags**.
 - ☐ **"No Smoking"** signs approved by the Fire Marshal shall be visible near propane containers. No Smoking signs shall be provided in **English and Spanish**.

- ☐ An approved ventilation system shall be installed over cooking equipment. Hoods shall be operated at the required rate of air movement. Classified grease filters shall be in place and cleaned as needed.
- ☐ If LP-gas containers (**empty or full**) shall be secured in an upright position in such a manner as not to fall over. All MFU shall be positioned in a manner that will reduce the exposure of the LP-Gas cylinder to vehicle impact. Do not park MFU with LP gas cylinders facing oncoming traffic. Always utilize available protection for LP gas cylinders such as fences or barricades.
- ☐ All (MFU) within the boundaries of the District of Limitations No.1 (Downtown) and No.2 (Medical Center) shall be LIMITED TO A 60 LB. LP- gas cylinder and operate on private property only.
- ☐ Only personnel licensed by the *RAILROAD COMMISSION' OF TEXAS* (Life Safety Bureau Standard 10, section 3 .4) shall perform connections for LP-gas appliances located within District Of Limitation No. 1 (Downtown) and District of Limitation No.2 (Medical Center).
- ☐ Refueling of generators shall be performed in an approved location not less than 20 feet from the mobile food units (MFU). Fuel shall be stored in UL or FM approved flammable liquid safety containers and in an approved location.
- ☐ The operator of a (MFU) that uses any amount of LP-gas to prepare food shall not operate such unit within **60 feet** of another mobile food unit, except, at festivals or events approved by the Fire Marshal.

COMMENTS _____

Failure on your part to comply with the indicated violations will subject you to the penalties prescribed by law for such violations.

Re-inspection Date _____

Inspecting Officer : J. GUERRERO Telephone: 832-472-3053

Copy Received by: X _____ Date _____

FIRE EXTINGUISHER SERVICE COMPANIES

A-1 Fire Equipment 12711 East Freeway Houston, Texas 77015 (713) 455-0296	AAA Fire Equipment Co. 7707 Bissonnet St. Suite # 110 Houston, Texas 77074 (713) 777-6655	Buckeye Fire Equipment 6226 Brookhill Dr. Houston, Texas 77087 (713) 645-3388 (Mike Abke 713-319-5001)	Fire Extinguisher Services 7714 Glover St. Houston, Texas 77012 (713) 644-5151
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Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to you.

APPROVED GAS EQUIPMENT INSPECTION COMPANIES

Blue Flame 13823 Packard Houston, TX 77040 Phone: 713-462-5414 Contact: Joe Green 290 @ Fairbanks	Northside Propane 11404 Eastex Freeway Houston, TX 77093 Phone: 281-590-7575 Contact: Dana Young Hopper @ East Mt. Houston	R & R Propane – South 101 Spencer Highway South Houston, TX 77587 Phone: 713-910-5884 Contact: Jake Rouse	R & R Propane – North 13146 Mill River Houston, TX 77070 Phone: 832-671-9258 Contact: Jake Rouse
Propane Express 10603 Tower Oaks Blvd Houston, TX 77070 Phone: 281-300-4352 Contact: Anthony Kroon	Southwest Commissary 8331 Beechnut Houston, TX 77036 Phone: 713-772-2000	AAA.LP-Gas L.T.D. L.L.P. 18402 Stuebner Airline Spring TX. 77379 Phone: 281-376-5601 Contact: Brenda Boatman	Daina's Commissary 13515 S. Post Oak Rd. Houston, TX 77045 Phone: 281-914-6275 Contact: Oscar Lazo

Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to you. If one of these LP-gas (propane) companies can't assist you, contact any propane company in the telephone directory or internet. The company must be licensed with the Railroad Commission of Texas. The LP-gas company will have to inspect all appliances and make all LP-gas connections.

TREATMENT OF CONTAMINATED MOBILE FOOD UNIT POTABLE WATER TANK

If you are notified of positive water sample (sample contaminated with E.coli, a bacteria that can cause severe illness or even death, in humans), immediately **cease food service operations** and close your mobile food unit. Go to an approved Commissary and take the following measures: (You may also want to do this as a precautionary measure before bringing your unit in for the initial permitting inspection.)

1. Drain potable water tank and supply pipes completely. (open faucets)
2. Add some water but keep the tank less than half full. Pour chlorine bleach into potable water tank. (See chart below for amounts). In the case of a hose-valve inlet:
 - a. Remove screen if present
 - b. Cut a hose **(food grade-clean and sanitized)** near the end and connect the inlet valve
 - c. Insert the end of a funnel **(that is clean and sanitized)** into the hose
 - d. Pour bleach into funnel
3. Fill potable water tank with water.
4. Open all cold and hot water valves to draw chlorinated water through pipes until chlorine odor is detected.
5. Allow to stand 4 hrs. or overnight. (Or, use double the amount on chart and allow the chlorinated water to stand for at least 1 hr.)
6. Flush water tank thoroughly until no chlorine odor can be detected in water flowing from faucets. This will mean emptying potable water tank completely, draining waste water into drain at commissary, re-filling potable water tank. Repeat this until no chlorine odor is detected. This can be checked also with a chlorine test kit.
7. Take unit to 7427 Park Place on Wednesday, as scheduled by appointment only, for another water sample, with a Money Order of \$16.50 and the green Commissary Receipt. (If you do not already have an appointment, contact Elsa Gonzalez at **(713) 201-9973** to schedule one.)
***If you arrive late for or miss your appointment, your water sample will NOT be collected, and you will have to call and reschedule for the next Wednesday.**

Note: If water tank and system are not flushed well enough of chlorine before the second sample is taken, the results could be inconclusive, requiring you to return again with the unit.

How much bleach should I use?

30-40 gallon tank → 1 gallon
40-50 gallon tank → 1 gallon
50-60 gallon tank → 1 gallon
60-70 gallon tank → 1 gallon
70-80 gallon tank → 1 gallon
80-90 gallon tank → 1 gallon
90-100 gallon tank → 1 gallon

***Your mobile food unit is required to remain closed until the laboratory results for your water sample report negative for contamination, and you are re-opened by the Health Officer.**



Bureau of Consumer Health Services

Mobile Food Units Program

7427 Park Place Blvd. / Houston Texas 77087

Phone: (832) 393-5063

14U-PRE-INSPECTION CHECK-IN LIST

(FOOD CARTS THAT SERVE AND/OR PREPARE OPEN FOODS)

You are required to have ALL of these items in order to receive an inspection

NEW UNITS

☐ **DOCUMENTS**

- ☐ **New, signed Commissary Letter/Mobile Food Unit Property/Restroom Agreement Letter** from food permitted establishment at location where unit will be serviced and stored.
- ☐ **Site Plan** (Map showing where unit will operate, kitchen facility where unit will be serviced, and area where unit will be stored when not operating. Show route from operating location to kitchen/service area and storage area indicating that cart can fit through all doors and passage ways)
- ☐ Current, valid Driver's License or Photo ID
- ☐ City of Houston Food Manager Certification
- ☐ Proof of Food Handler Certification (within 60 days of employment for workers that do not have Food Manager certifications)
- ☐ **Menu Disclosure** (New units will have already submitted it with the Plans)
- ☐ **Commissary Receipt** issued within the last 24 hours
[Units operating in Parks and using an off-site commissary]
- ☐ **Requirements to pass Fire Safety Inspection** (For units using propane)
 - a) Proper fire extinguisher (with current inspection tag)
 - b) LP Gas Permit (purchased within the last 90 days)
 - c) Invoice for Gas System Inspection

☐ **Payment**

\$763.39 (For Mobile Food Unit Medallion, Preopening Inspection, and water sample fees)

\$125.42 (If the unit does not pass the initial preopening inspection)

- ☐ **Generator** (We only provide 110 voltage and 30-amp connections. A generator is required for different voltage.)
-

RENEWALS

☐ **Must meet all requirements for a new food cart except:**

- ☐ Plans are not required
 - ☐ A new Site Plan is not required, unless operating, servicing or storage location has changed
 - ☐ A new Menu Disclosure Form is not required unless the menu has changed
 - ☐ Payment of **\$637.97** (Includes Medallion and water sample fees)
 - ☐ **\$125.42** for each unpaid re-inspection fee *
-

CHANGE OF OWNERSHIP

☐ **Must meet all requirements for a new food cart except:**

- ☐ Plans are not required, unless unit has undergone remodeling or reconfiguration
 - ☐ A new Site Plan is required
 - ☐ A new Menu Disclosure Form is required
-

****Payments are only accepted by credit and debit cards (MasterCard/Visa/Discover), cashier's checks, money orders and Company Checks with the same name as the MFU. No cash payments accepted.**

*****Units will NOT be inspected until ALL documents required above are submitted.**



NEW MOBILE FOOD UNIT FEES

EFFECTIVE JANUARY 1, 2018

Note * Only Money Orders, Cashier's Checks, Credit Cards (MasterCard, Visa or Discover) or Company Checks are accepted for payment of fees at the Environmental Inspection Center 7427 Park Place
Fees may be paid online www.Houston.Consumer.org

Mobile Unit medallion (all units)	\$621.47
Electronic Monitoring Fee (Unrestricted, Conventional units)	\$256.57
Pre-opening inspections (new units or new owners) or remodeling of existing units <u>per inspection</u>	\$125.42
Plan checking fee (new or remodeled unrestricted units) <u>per submission</u>	\$ 39.90
Food Manager Certification Class	\$79.81
Food Manager Certification Reciprocity	\$39.90
Food Handler Training	\$11.40
Re-inspection fee (poor sanitation inspection, failed pre-opening or renewal inspection)	\$125.42
LP Gas Permit – if unit uses propane (separate payment made at 1002 Washington Avenue)	\$195.68
Water Sample Fee (for laboratory testing of sample for from fresh water tank)	\$ 16.50

Total payment to renew my expiring medallion

- | | |
|---|-----------------|
| ■ Unrestricted-Conventional* (Food trucks & trailers) | \$894.54 |
| ■ Unrestricted-Fixed Location* (Food carts) | \$763.39 |
| ■ Restricted Units [Conventional & Fixed location] (Trucks, trailers & carts) | \$621.47 |

Total payment for a new medallion (new unit / new owner)

- | | |
|--|------------------|
| ■ Unrestricted / Conventional* (Food trucks & trailers) | \$1019.96 |
| ■ Unrestricted / Fixed Location* (Food carts) | \$763.39 |
| ■ Restricted unit [Conventional & Fixed location] (Trucks, trailers & carts) | \$621.47 |